

**5 DECEMBER 2001**



**Command Policy**

**COMMANDER'S SELF-INSPECTION  
PROGRAM (SIP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI90-201AFSPC1, *Inspector General Activities*. This instruction applies to HQ 341 SW and all associate units and may be supplemented.

**1. Overview:** A self-inspection program (SIP) provides an effective means of assessing mission performance and organizational effectiveness through internal review. A thorough SIP gauges a unit's strengths and illuminates problem areas. Commanders are SIP customers and therefore dictate the quality of their SIP. They use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

**1.1. Program Criteria.** A self-inspection program is beneficial if it does the following:

- 1.1.1. Assigns SIP responsibilities.
- 1.1.2. Ensures each functional area and work center are periodically inspected. Some additional duties may also require periodic inspections.
- 1.1.3. Establishes a method to identify, document, track, and resolve deficiencies.
- 1.1.4. Provides feedback to commanders.
- 1.1.5. Ensures all command AFSPC checklists (AFSPCCL) and locally developed checklists are tailored and current. AFSPCCL can be found at the AFSPC publications web page.
- 1.1.6. Establishes a method to crossfeed information relevant to the SIP.

**2. Responsibilities:**

**2.1. Wing SIP Monitor (341 SW/IG):**

- 2.1.1. Administers the 341 SW SIP.

2.1.2. Develops SIP policy and guidance.

2.1.3. Provides crossfeed reports and AF and AFSPC Special Interest Items (SIIs) to group and wing agency SIP monitors. SIIs are available for download from the AFSPC IG web page.

(<https://halfway.peterson.af.mil/afspcig/specinter.cfm?page=specinter>)

2.1.4. Serves as the interface between 341 SW units and HQ AFSPC.

2.1.5. Ensures 341 SW units conduct semi-annual self-inspections (normally in March and September).

2.1.6. Briefs the Wing Commander on SIP status at least semi-annually.

2.1.7. Conducts semi-annual checks of squadron/wing agency SIP monitor binders to evaluate their effectiveness, adequacy, and currency.

2.1.8. Conducts training for SIP monitors and managers as needed.

2.1.9. Provides training on SIIs as needed.

## **2.2. Group Commanders and Wing Agency Chiefs:**

2.2.1. Appoint a SIP monitor (primary and alternate) to run the group/wing agency SIP. Forward an appointment memorandum to the wing SIP monitor (**Attachment 1**).

2.2.2. Review and endorse the group/wing agency semi-annual self-inspection report (published by the group/wing agency SIP monitor).

2.2.3. Direct additional inspections, as necessary

## **2.3. Group/Wing Agency SIP Monitor:**

2.3.1. Act as the primary focal point for the SIP for all their subordinate units and are directly responsible for the quality of these programs.

2.3.2. Execute the group/wing agency SIP. Maintain SIP records in a three ring binder. See **Attachment 2** for set-up information.

2.3.3. Forward crossfeed reports and AF and AFSPC Special Interest Items (SIIs) to squadron SIP monitors. SIIs are available for download from the AFSPC IG web page.

(<https://halfway.peterson.af.mil/afspcig/specinter.cfm?page=specinter>)

2.3.4. Ensure assigned units accomplish a semi-annual self-inspection of each functional area, work center, and additional duty (if applicable) by 31 March and 30 September. See **Attachment 3** for a sample of items required in a semi-annual self-inspection report. The group commanders or wing agency chiefs may direct additional inspections.

2.3.5. Consolidate all squadron semi-annual self-inspection reports into one report and forward a group/wing agency semi-annual self-inspection report to the group commander/wing agency chief for review no later than 20 April and 20 October.

2.3.6. Forward an endorsed group/wing agency semi-annual self-inspection report to the wing SIP monitor NLT 30 April and 31 October.

2.3.7. Conduct semi-annual checks of squadron SIP binders to evaluate their effectiveness, adequacy, and currency.

**2.4. Squadron Commanders:**

- 2.4.1. Appoint a SIP monitor (primary and alternate) to manage the squadron's SIP. Forward appointment memorandums to the wing SIP monitor and courtesy copy to group monitor (as applicable) ([Attachment 1](#)).
- 2.4.2. Certify closure of discrepancy reports on the recommendation of the squadron SIP monitor.
- 2.4.3. Review and endorse the unit's semi-annual self-inspection report.
- 2.4.4. Direct additional inspections, as necessary.

**2.5. Squadron SIP Monitors:**

- 2.5.1. Execute the unit SIP. Maintain SIP records in a three-ring binder. See [Attachment 2](#) for set-up information.
- 2.5.2. Ensure functional area SIP managers are appointed by appointment memorandum.
  - 2.5.2.1. Maintain functional area SIP manager appointment memorandums in the squadron SIP binder.
- 2.5.3. Ensure functional area managers accomplish a semi-annual self-inspection of each functional area, work center, and additional duties as required, by 31 March and 30 September.
- 2.5.4. Review unit-tailored AFSPCCLs. If necessary, ensure local checklists are created using an AF Form 2519 (see Paragraph [3](#)).
- 2.5.5. If a discrepancy is found during a local exercise, self-inspection, or HHQ inspection, ensure a discrepancy report (see [Attachment 4](#) or AFSPC Form 101) is initiated for the problem if it cannot be corrected on the spot.
- 2.5.6. Ensure discrepancy reports are updated monthly until the discrepancy is closed. Ensure aggressive corrective action is taken to resolve discrepancies. Maintain closed discrepancy reports until the next similar type inspection or exercise or 1 year, whichever is longer
- 2.5.7. Complete and forward a unit semi-annual self-inspection report (see [Attachment 3](#)) to the squadron commander for review and endorsement, forward endorsed semi-annual self-inspection report to the group SIP monitor no later than 10 April and 10 October.
- 2.5.8. Brief the squadron commander on SIP status at least quarterly. Provide quarterly status updates (1 Jan, 1 Apr, 1 Jul, 1 Sep) on all open discrepancies to the group SIP monitor.
- 2.5.9. Conducts semi-annual checks of Functional Area Manager self-inspection program to evaluate their effectiveness, adequacy, and currency.
- 2.5.10. Distribute SIIs and crossfeed other units' inspection reports.

**2.6. Functional Area Managers:**

- 2.6.1. Maintain AFSPCCLs for assigned areas (unless directed otherwise by the squadron SIP monitor).
- 2.6.2. Tailor AFSPCCLs as needed with unit-specific critical and non-critical inspection items. Tailor checklists by adding, deleting, or modifying items as required. Review tailored checklists yearly to ensure applicability and currency.

2.6.2.1. Tailored, modified, or revised checklists will be forwarded for review by the appropriate unit, group, or staff agency monitor.

2.6.2.2. Develop local checklists if a command checklist is not available for a functional area using an AF Form 2519 (see Paragraph 3.). Review local checklists yearly to ensure applicability and currency.

2.6.3. Perform self-inspections.

2.6.3.1. If a discrepancy is found during a local exercise, self-inspection, or HHQ inspection, open a discrepancy report (see [Attachment 4](#) or AFSPC Form 101) for any deficiency that cannot be corrected on the spot. Forward discrepancy reports and checklists used, to squadron SIP monitor no later than 5 April or 5 October for incorporation into the squadron semi-annual self-inspection report. Provide squadron SIP monitor with an electronic copy of all information.

2.6.4. Update all open discrepancy reports monthly until the discrepancy is closed and forward updates to the squadron SIP monitor.

2.6.5. Forward all closed discrepancy reports to the squadron SIP monitor for disposition.

2.6.6. Review crossfeed items. If applicable, incorporate findings into the functional area checklists.

2.6.7. Provide squadron SIP monitor with updated status monthly.

### 3. Checklists:

3.1. The first step for obtaining AFSPCCLs for your unit/agency should be the AFSPC publications web page. (<https://midway.peterson.af.mil/pubs/series.htm>)

3.1.1. Tailor AFSPCCLs to meet your functional area's requirements.

3.2. Develop local checklists (if a command checklist is not available) using an AF Form 2519. Use other AFSPCCLs as an example on how to develop your own checklist.

3.2.1. Divide checklist questions into two categories: critical and non-critical. These categories allow command functional managers to prioritize or emphasize command requirements.

3.2.1.1. Critical. These questions are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission. They have the potential to bring the overall grade of the specific NAF/Wing/Unit/Functional Area to below satisfactory

3.2.1.2. Non-critical. While these questions are not rated, they can be used to help gauge the economy, efficiency, and effectiveness of the area being inspected and can drive the IG score up or down.

3.3. Functional Area Managers may choose to subdivide a checklist into sub-functional parts with critical or non-critical questions for each sub-function. The amount of material and nature of the functional area will dictate a checklist's organization.

3.4. List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses.

3.5. Do not duplicate checklist items.

#### 4. Special Interest Items (SII)

4.1. Purpose: The SII process provides a means to focus management attention, gather data, and/or evaluate the status of specific programs and conditions in the field. It can also be used to determine the degree of compliance with directives, policies, and procedures, gather information on known or suspected problems, identify specific deficiencies, or to confirm a problem has been resolved. Functional staffs analyze feedback from SIIs to facilitate decision-making and policy adjustments.

4.2. Will be incorporated into the SIP binder

4.2.1. SIIs are managed like other inspection items in the SIP, but do require special processing.

4.3. The Wing SIP Monitor will:

4.3.1. Monitor the Air Force and AFPSC publications web site for new or updated SIIs on a monthly basis.

4.3.2. Notify Group/Wing agency SIP monitors of any additions or changes to SIIs.

4.3.3. When a SII goes into affect, the Wing SIP monitor will task the responsible Group/Wing agency SIP monitor to take appropriate action.

4.3.4. Coordinate, consolidate and forward SII findings if reporting to AFSPC is mandated within the SII reporting instructions.

4.3.5. Brief the wing commander on all SII findings, if applicable.

4.4. The Group/Wing agency SIP Monitor will:

4.4.1. Act as the focal point for all SIIs that affect his/her subordinate units.

4.4.2. Oversee the completion of the SII checklist.

4.4.3. If a discrepancy is found during the SII inspection, ensure a discrepancy report is initiated for the problem.

4.4.4. If a findings report is required, review and coordinate it to the Wing SIP monitor at least 10 days prior to the SII reporting requirement date for each particular SII.

THOMAS F. DEPPE, Colonel, USAF  
Commander

**Attachment 1****SAMPLE SIP MONITOR APPOINTMENT MEMORANDUM**

(DATE)

MEMORANDUM FOR 341 SW/IG

FROM: **(Group Commander, Wing Agency Chief, or Squadron Commander)**

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

1. Per 341 SWI 90-201, the following individuals are appointed SIP monitors for **(unit)**.

RANK/NAME/OFF SYM/DUTY PHONE

PRIMARY

ALTERNATE

2. This memorandum supersedes previous memorandum, same subject .

**SIGNATURE BLOCK, Rank, USAF  
Grp/Sq Commander/Wing Agency Chief****cc: Group SIP Monitor (if applicable)**

**Attachment 2****SUGGESTED ORGANIZATION OF THE SIP BOOK:**

a. Your SIP book is a 3-ring binder that is fairly structured, yet allows you the flexibility to use it however it serves you best.

b. Here is how your SIP book is organized:

- (1) Inside front cover RIMS label (AFMAN 37-139, Table 37-15, rule 31 under disposition instructions)
- (2) Before Chapter 1
  - 1st item: Spot Inspection Log (See next page)
  - 2nd item: Current Letter(s) of Appointment (Group, Squadron, Functional Area Manager)
  - 3rd item: Current Semi-Annual Self-Inspection Report
- (3) Chapter 1 Source documents awaiting review and update into SIGs/checklists e.g.: IG inspection reports, SAV reports, self- inspections, crossfeed reports, local exercise reports, etc.
- (4) Chapter 2 Applicable SIP inspection SIGs/checklists or Optional Form 21 (cross reference sheets if checklists are kept with OPRs)
- (5) Chapter 3, Part A Written discrepancies (AFSPC Form 101 or MFR) from IG inspection (if applicable)
- (6) Chapter 3, Part B Written discrepancies (AFSPC Form 101 or MFR) from any other source, for example, semiannual self-inspections, crossfeed reports, local exercise reports, etc.

## Spot Inspection Log

[illegible]



[illegible]

**Attachment 3****SAMPLE REPORT SUMMARY**

(Date)

MEMORANDUM FOR 341 SW/IG

THROUGH: **(Appropriate Level Commander or Wing Agency Chief)**FROM: **(Appropriate Level SIP Monitor)**

SUBJECT: Semi-Annual Self-Inspection Summary Report

1. The **(unit)** has completed the semi-annual self-inspection of **(date, should be 31 Oct or 30 Apr or earlier)**

2. The status of the unit's discrepancies follows:

a. Critical Items

OPR	Discrepancy	Checklist Used	ECD

b. Non-Critical Items

OPR	Discrepancy	Checklist Used	ECD

c. Total number of discrepancies open: #

4. Please contact (SIP monitor's name) at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

**(Sq/CC Signature Block)****cc: group commander**

**Attachment 4****REQUIRED ITEMS FOR A DISCREPANCY REPORT**

**Source of Discrepancy:** (IG, SAV, Self, other)

**OPR:**                      **ECD (estimated completion date):**                      **Date Opened:**

**Discrepancy:** (Identify in some detail what the discrepancy is and the root cause)

**Date Initials**                                      **Corrective Action**

(Self –Explanatory)	(This section should be used to identify the “game plan” to fix the discrepancy, what is being done, and how it will permanently fix the discrepancy. Identify other agencies that need to be involved if applicable. This section needs to be updated monthly with the current status of your efforts. When it is closed by the squadron commander, put the word “CLOSED” at the end of this section. If it is reopened, state “REOPENED,” why it was reopened, and the new ECD.)
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**Attachment 5****SUGGESTED ITEMS FOR FUNCTIONAL AREA MANAGER'S SIP CONTINUITY BINDER**

Spot Inspection Log (See [Attachment 2](#))  
Open Discrepancies  
Closed Discrepancies  
Applicable checklists or Optional Form 21  
Applicable SIIs  
Applicable crossfeeds or Optional Form 21